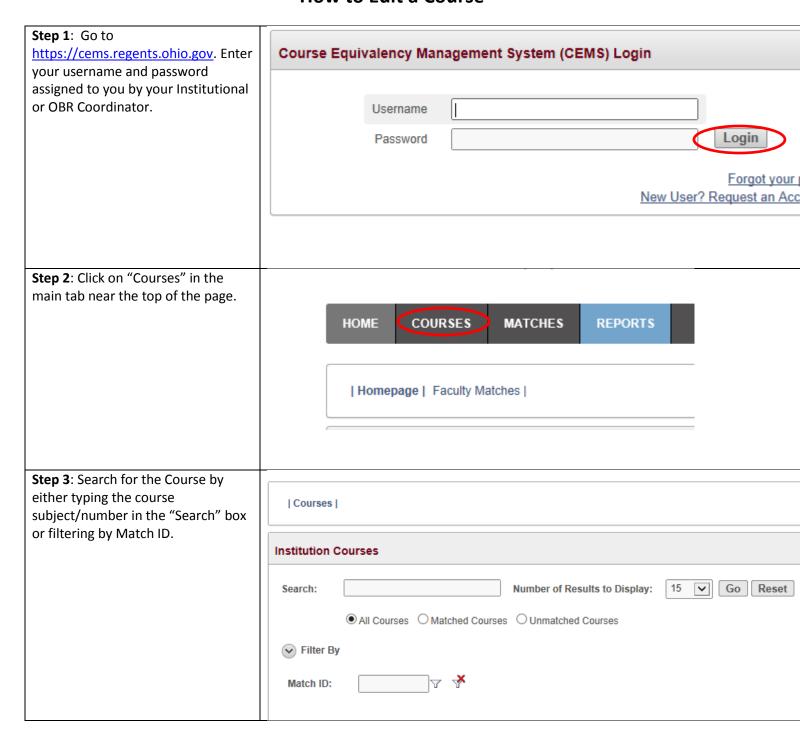
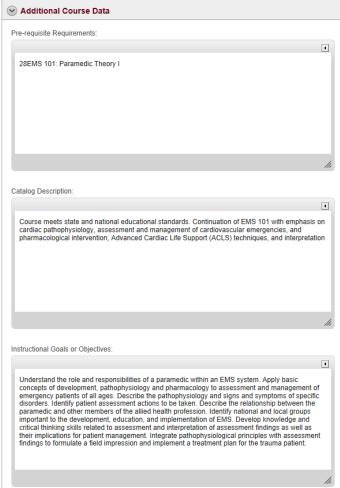
## **Course Equivalency Management System (CEMS)**

## **How to Edit a Course**

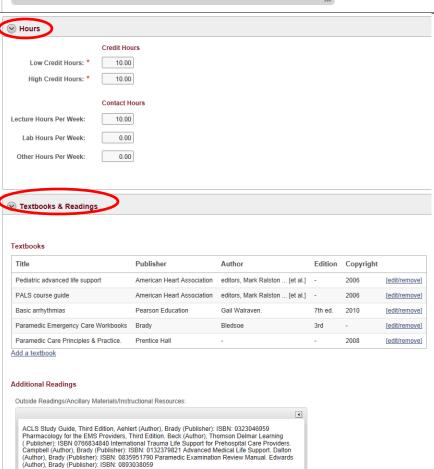


**Step 4**: Click on the Pencil under the | Courses | "Edit" button on the right of the page for the Course to be edited. Institution Courses Number of Results to Display: 15 Go Reset Search: > Filter By Search Results Course Title Course ID(s) Edit Edit Copy <u>Institution</u> ▲ BELMONT COLLEGE Child Development CDT 225 : AU1970-SM2012 1 BELMONT COLLEGE State and Local Government POL 202 : SM2009-SM2012 BELMONT COLLEGE Business Calculus I Z. MAT 221: AU2008-SM2012 1 雪 BELMONT COLLEGE STATISTICS II MAT118: AU2008-SM2012 **Step 5**: It is now possible to make **Edit Course** necessary changes to the course. All Course Data course information should be Institution: \* BELMONT COLLEGE ~ reviewed before saving any changes. Course Title \* Survey of American Literature II Click on the "Save Changes" button Campus(es): \* to save changes or the "Delete **☑** BELMONT COLLEGE Course" button to remove the Course ID(s) course. Course ID Subject Abbreviation Course Number Start Term Start Year End Term **End Year** ENG2122 ENG 2122 Autumn 🗸 2012 [remove] Add Course ID Additional Course Data Hours > Textbooks & Readings Documents Save Changes

Step 6: Edit the Additional Course
Data as necessary. \*Note —
Changes cannot be made to courses
that are a part of an approved
Match. Edits can only be made to
courses that are either in draft
status, submitted to coordinator, or
submitted to OBR before a final
decision has been made.



**Step 7**: Edit the Hours and Textbooks and Reading as necessary. Any additional readings can also be edited.



**Step 7**: Lastly, changes can be made to the original documents attached by removing and uploading updated versions.

